



THE RIGHT SKILLS ► A PROVEN ADVANTAGE

## ★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★

Issued: April 9, 2010

### Program: Automotive Refinishing Prep Technician

**To:** ITA Training Providers  
Automotive Training Standards Organization (ATSO)

**RE:** REF: 2010 006  
**UPDATE TO AUTOMOTIVE REFINISHING PREP TECHNICIAN PROGRAM**

**Timing:** Effective: Immediately

**Information:** Please be advised that an updated program standard for the Automotive Refinishing Prep Technician apprenticeship program has been approved by the ITA. An updated program profile and program outline is posted on the ITA website at [www.itabc.ca](http://www.itabc.ca).

Delivery of training for the Automotive Refinishing Prep Technician apprenticeship program is to be based on the updated program outline immediately.

#### **Background**

The Automotive Training Standards Organization (ATSO) has updated the standards for the Automotive Refinishing Prep Technician program based on extensive consultation with industry and training providers. The program review has resulted in content changes for the in-school training.

#### **Assessment**

##### **In-school Training**

Training providers delivering the Automotive Refinishing Prep Technician in-school training are required to enter the following assessment result for each apprentice in ITA DirectAccess:

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies. A table showing the subject competencies and weightings for each competency is shown in the attached Assessment Guidelines document.
  - The theory subject competency mark is calculated as follows:
    - 50% based on the accumulated individual competencies; and
    - 50% based on the score achieved on the final in-school theory exam.
  - The practical subject competency mark is calculated based on 100% of the accumulated competencies.
- The in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 50% to the final theory result and a weighting of 50% to the practical result and then adding the two results together. Refer to the Subject Competencies and Weighting Table in the Grading Sheet section of the Assessment Guidelines document.

Successful completion of the in-school training is defined as a score of 70% or greater for the final in-school mark.

### **Certificate of Qualification (C of Q) Examination**

Apprentices registered in the Automotive Refinishing Prep Technician are required to write the C of Q exam after completing their in-school training, in order to be certified. A score of 70% or greater is required to be certified.

The Automotive Refinishing Prep Technician C of Q exam may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q exam, score and record the exam results in ITA DirectAccess.

### **Automotive Refinishing Prep Technician Foundation program**

Training providers are requested to submit results for students completing the Automotive Refinishing Prep Technician Foundation program via the usual ITA process for submitting Foundation program results.

Students who successfully complete the Automotive Refinishing Prep Technician Foundation program are eligible to write the Automotive Refinishing Prep Technician C of Q exam for credit towards an Automotive Refinishing Prep Technician certification in the future. A score of 70% or greater is required to be certified.

Automotive Refinishing Prep Technician C of Q exams may be requested by training providers via the usual ITA procedure. Training providers are also requested to have students complete an ITA DirectAccess Registration form available at [www.itabc.ca](http://www.itabc.ca).

These forms should be submitted together with the Exam Request Form to the ITA six weeks prior to the scheduled exam date.

The ITA will administer and invigilate the C of Q exam and score and record the exam results in ITA DirectAccess.

**For more information contact:** Doug Podetz  
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**Copy:** ITA Staff

## ASSESSMENT GUIDELINES

**Program: Automotive Refinishing Prep Technician Apprenticeship**

**Requirements:**

### 1. In-school Training

Training providers delivering the Automotive Refinishing Prep Technician in-school training are required to enter the following assessment result for each apprentice in ITA DirectAccess:

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies. A table showing the subject competencies and weightings for each competency is shown in the attached Assessment Guidelines document.
  - The theory subject competency mark is calculated as follows:
    - 50% based on the accumulated individual competencies; and
    - 50% based on the score achieved on the final in-school theory exam.
  - The practical subject competency mark is calculated based on 100% on the accumulated competencies.
- The in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 50% to the final theory result and a weighting of 50% to the practical result and then adding the two results together. Refer to the Subject Competencies and Weighting Table in the Grading Sheet section of the Assessment Guidelines document.

Successful completion of the in-school training is defined as a score of 70% or greater for the final in-school mark.

### **Certificate of Qualification (C of Q) Exam**

Apprentices in the Automotive Refinishing Prep Technician apprenticeship program are required to write the C of Q exam after completing their in-school training, in order to be certified. A score of 70% or greater is required for a pass.

The Automotive Refinishing Prep Technician C of Q exam may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q exam, score and record the exam results in ITA DirectAccess.

**Grading Sheet: Subject Competencies and Weightings Tables**

<b>Program:</b>		<b>Automotive Refinishing Prep Technician apprenticeship</b>	
<b>In-school Training:</b>		<b>Automotive Refinishing Prep Technician</b>	
<b>ITADirectAccess Code:</b>		<b>0224RP01</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
A	Occupational Skills and Safety	3%	6%
B	Guns and Equipment	4%	8%
C	Vehicle Components	3%	6%
D	Surface Preparation	7%	18%
E	Undercoats	4 %	11%
F	Solvents	3 %	5%
G	Corrosion Protection	5 %	6%
H	Topcoat Materials	3 %	5%
I	Paint Problems and Repairs	6 %	9%
J	Masking Procedures	3%	11%
K	Automotive Plastics	4%	9%
L	Pre-Delivery	3%	6%
M	Future Trends and Technological Changes	2%	0%
	In-school exam	50%	
	Total	100%	100%
	Automotive Refinishing Prep Technician in-school mark weighting	50%	50%
	Automotive Refinishing Prep Technician in-school mark	X%	